

Sales and Retail Technology Customer Service Representative

Reports to

Sales and Retail Technology Manager

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the Assign and essential functions.

1. Improving the technology sales and procedures of the company.
2. Knowledge of Print Center hardware.
3. Understand the production of copiers and how to trouble shoot issues.
4. Knowledge of post offices and how to acquire a PO box.
5. Provide excellent customer service and the ability to assist customers.

Competencies

1. Customer Service.
2. Job Knowledge.
3. Performance Management.
4. Ethical Conduct.
5. Thoroughness.

Work Environment

This job operates in a retail, office setting. This role uses office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. There will be post offices for purchase and office technology products and services.

Required Education and Experience

1. High School Degree or equivalent.
2. Minimum of 2 years of retail and sales, preferably in a technology or postal setting.

Please send all resumes to Megan Peterson at mpeterson@mc-ec.org or apply at the Nisqually TERO office.